



Baltimore County Department of Planning
ARCHITECT-ON-CALL
Application

Baltimore County Department of Planning
Jefferson Building, 105 West Chesapeake Avenue, Suite 101
Towson, Maryland 21204 410-887-3480
Staff: Amy Mantay atmantay@baltimorecountymd.gov

The Architect-on-Call program considers requests for services from owners of commercial properties located within Baltimore County Commercial Revitalization Districts. The program offers up to ten (10) free hours of professional architectural design services for **exterior** improvements to their buildings. After an initial site visit and meeting, the architect prepares a digital rendering of the building with design recommendations and a rough cost estimate. This service is free when improvements are certified as complete within six months.

Improvements considered for the Architect-on-Call program:

- Façade
- Landscaping
- Signage/Awnings
- Parking lot
- Exterior lighting
- Windows/Doors

Improvements **not** considered for the Architect-on-Call program:

- Interior
- Mechanical/Systems

PROPERTY ADDRESS
Number, Street, Town, State, Zip

Tax Parcel #:

How did you hear about the Architect-on-Call Program?	
<p>BUSINESS NAME</p> <p>Contact Name:</p> <p>Business Address:</p> <p>Mailing Address:</p> <p>Telephone:</p> <p>Email Address:</p> <p>Is this business part of a franchise? Yes ____ No ____</p>	
<p>PROPERTY OWNER'S NAME</p> <p>Mailing Address:</p> <p>Telephone:</p> <p>Email Address:</p> <p>Taxes:</p>	<p>Are taxes currently owed to Baltimore County? (check one) Yes ____ No ____</p>
<p>CONSTRUCTION</p> <p>In order to review your project comprehensively, please include all planned improvements, even those that may apply to the interior.</p> <p>Improvement Type: <u>circle all that apply</u></p>	<p>(Anticipated construction date) _____</p> <p> Façade Landscaping Signage/Awnings Parking lot Exterior lighting Windows/Doors Interior Mechanical Systems Other: _____ </p>

Written description of proposed work:
(may provide in attachment if more space is needed)

NOTE:
If your property is located within a Baltimore County Design Review Panel area, any proposed changes to your property WILL need additional Department of Planning review. This will be discussed during the initial meeting on-site with the architect.

Estimated Project Budget:	Façade:	\$ _____
	Landscaping:	\$ _____
	Signage/Awnings:	\$ _____
	Parking lot:	\$ _____
	Exterior lighting:	\$ _____
	Windows/Doors:	\$ _____
	Interior:	\$ _____
	Mechanical systems:	\$ _____
	Other:	\$ _____
TOTAL:		\$ _____

Describe other funding being sought:

ACKNOWLEDGEMENT

	<p>I hereby certify that all of the information provided above is true and correct to the best of my knowledge and belief. By signing below, I certify that I have read and understand, and shall remain in compliance with, the Baltimore County Architect on Call Program and agrees:</p> <ol style="list-style-type: none"> 1. To meet with the designated Architect on Call, and within fourteen (14) business days provide guidelines and/or priorities. 2. To make improvement(s) based on the Architect's recommendations within six (6) months of design completion. 3. To reimburse the County for payments made to the Architect for the Architect's time and reimbursable expenses should improvements, as agreed upon by the applicant, Baltimore County and the Architect, not commence within six (6) months from design completion; total costs will not exceed \$1,500.00 and reimbursement will be due and payable on the first day after the sixth month period. It is understood that a reasonable amount of time will be provided to complete construction of the intended improvements.
APPLICANT NAME	<div> <div>Print Name</div> <div>Signature</div> <div>Date</div> </div>
SUPPORTING INFORMATION	Note any attachments that are included:
SUBMIT TO:	<p>Send completed Request for Services to: Baltimore County Department of Planning Architect on Call Program Jefferson Building 105 West Chesapeake Avenue, Suite 101 Towson, Maryland 21204</p>

FOR STAFF USE ONLY	
Date Received:	
Project number:	
Sector & Planner:	
CR District:	
DRP Area:	
Zoning:	
BILP application:	

Architect-on-Call Program Process

- Step #1>>>> APPLY
Submit completed Architect-on-Call Request for Services application to the program coordinator in the Baltimore County Department of Planning.
- Step #2 >>>> MEET WITH ARCHITECT
AOC Program Coordinator reviews application and if it meets the program criteria, will set up a meeting with the property owner and architect, usually within fourteen (14) days of application review. Meeting on-site with property owner, architect, AOC Program Coordinator, and area planner to discuss improvements to the property. NOTE: If your property is located within a Baltimore County Design Review Panel area, any proposed changes to your property WILL need additional Department of Planning review. This will be discussed during the initial meeting on-site with the architect.
- Step #3 >>>> PROJECT DEVELOPMENT
Architect develops preliminary renderings and preliminary Scope of Work outline. These documents are sent to the AOC Program Coordinator and then are, in turn, presented to the property owner for initial feedback.
- Step #4 >>>> PROJECT REVISIONS (if needed)
Based on any feedback from property owner or AOC Program Coordinator, the Architect revises recommendations and produces the final AOC proposal containing:
 Before & after renderings
 Scope of Work
 Cost Estimate
- Step #5 >>>> PROJECT FINANCING
Property owner may be eligible for a low or no-interest loan by applying to Baltimore County's Building Improvement Loan Program (BILP), which can be used for exterior improvements to properties within Commercial Revitalization Districts. For large projects, this loan could be combined with the Commercial Revitalization Tax Credit. The Tax Credit provides a five or ten-year real property tax credit if improvements increase the assessed property value by \$100,000 or more.
- Step #6 >>>> CONSTRUCTION
Property owner makes improvements based on the Architect's recommendations within six (6) months of receiving final AOC proposal.